

INTERIM



POLICY 11.00 ELECTRONIC DATA DISPOSAL & DISK WIPE GUIDANCE

Hardware storage devices such as computer hard drives or personal digital assistants, containing State of Tennessee data must be wiped with an OIR approved disk wiping product prior to hardware transfer, disposal or surplus. Disposable storage media such as tapes, diskettes, compact discs (CDs), and digital versatile discs (DVDs) must be destroyed via State approved/provided means.

PURPOSE:

Minimize the likelihood that sensitive or confidential information is inadvertently disclosed.

REFERENCE:

Tennessee Code Annotated, Section 4-3-5501, effective May 10, 1994

OBJECTIVES:

1. Ensure access to data resources is limited to authorized persons.
2. Develop subsequent procedures that identify the most appropriate point in the disposal process to wipe disks.
3. Define responsibilities for protecting and disposing of data resources and media.
4. Identify State information technology resources and/or agency points of contact responsible for data and media disposal.
5. Promote the safeguarding of data managed and handled by the State of Tennessee in a cost effective manner such that the cost of security is commensurate with the value and sensitivity of the data resources.
6. Ensure employees responsible for data disposal understand disposal requirements and take appropriate action.
7. Eliminate potential liability for data compromises or loss.

SCOPE:

The scope of this policy includes all State-owned computer system electronic storage media, e.g. diskettes, tapes, compact discs, digital versatile discs, personal digital

assistants, computer hard drives, used to store State of Tennessee data. The scope also indicates that agencies are responsible for the disposal of their data.

IMPLEMENTATION:

Office for Information Resources (OIR)

1. Develop, implement and maintain standards and procedures for removing or wiping data from electronic storage devices.
2. Establish and maintain a mechanism for destroying disposable storage media.
3. Promote awareness and approach for data disposal.

Agency

1. Ensure Electronic Data Disposal standards and guidelines are implemented and enforced.
2. Implement agency processes and procedures in support of State Electronic Data Disposal policy and procedures.
3. Refrain from implementing agency procedures, processes or practices that would inadvertently disclose sensitive or confidential data.
4. Wipe or destroy electronic data on agency maintained systems and disposable storage media in accordance with State standards and guidelines.

Individual Users/Clients

1. Adhere to statewide and/or agency data disposal policy, standards, procedures and guidelines.
2. Refrain from behaviors that would inadvertently disclose sensitive or confidential data.
3. Wipe or destroy electronic data on agency maintained systems and disposable storage media in accordance with State standards and guidelines.